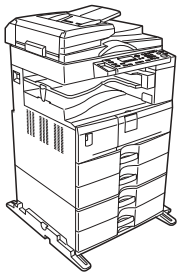
Operating Instructions

Printer/Scanner Reference



1 Using the Printer Function

2 Using the Scanner Function

3 Appendix

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in "About This Machine" before using the machine.

Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Do not copy or print any item for which reproduction is prohibited by law.

Copying or printing the following items is generally prohibited by local law:

bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

Notes:

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

Caution:

Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Manuals for This Machine

Refer to the manuals that are relevant to what you want to do with the machine.

Important

- ❒ Media differ according to manual.
- ❒ The printed and electronic versions of a manual have the same contents.
- ❒ Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.
- ❒ Depending on which country you are in, there may also be html manuals. To view these manuals, a Web browser must be installed.

❖ **About This Machine**

Be sure to read the Safety Information in this manual before using the machine.

This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, and how to install the CD-ROMs provided.

❖ **General Settings Guide**

Explains User Tools settings, and how to register user codes. Also refer to this manual for explanations on how to connect the machine.

❖ **Troubleshooting**

Provides a guide to solving common problems, and explains how to replace paper, toner, and other consumables.

❖ **Copy Reference**

Explains Copier functions and operations. Also refer to this manual for explanations on how to place originals.

❖ **Printer/Scanner Reference**

Explains system settings, functions and operations for the machine's printer/scanner unit.

❖ **Network Guide**

Explains how to configure and operate the machine in a network environment, and use the software provided.

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Notice

Note to users in the United States of America

Note:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio /TV technician for help.

Caution:

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Declaration of Conformity

Product Name: Printer/Scanner Unit

Model Number: 7025/DSm625/LD125/Aficio MP 2500

Responsible party: Ricoh Americas Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000

This device complies with Part 15 of the FCC Rules.

Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and

2. this device must accept any interference received, including interference that may cause undesired operation.

① Properly shielded and grounded cables and connectors must be used for connections to a host computer (and/or peripheral) in order to meet FCC emission limits.

② An AC adapter with a ferrite core must be used for RF interference suppression.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

How to Read This Manual

Symbols

This manual uses the following symbols:

⚠ WARNING:

Indicates important safety notes.

Ignoring these notes could result in serious injury or death. Be sure to read these notes. They can be found in the "Safety Information" section of About This Machine.

⚠ CAUTION:

Indicates important safety notes.

Ignoring these notes could result in moderate or minor injury, or damage to the machine or to property. Be sure to read these notes. They can be found in the "Safety Information" section of About This Machine.

Important

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

Note

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

Reference

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[]

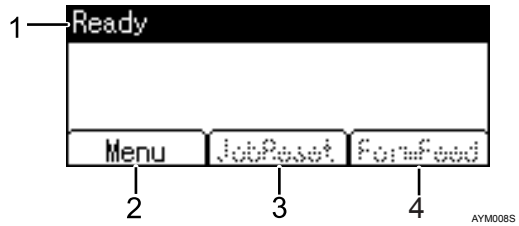
Indicates the names of keys that appear on the machine's display panel.

【 】

Indicates the names of keys on the machine's control panel.

Display Panel

This section describes configuration using the display panel when the printer function is selected.



1. Operational status or messages

Displays current machine status, such as "Ready", "Offline", and "Printing...".

2. [Menu]

Press to display the menu to select the following options:

- **[Show Error Log]**
 Displays the error logs of print jobs that are sent from a computer.

3. [JobReset]

Press to cancel the current print job. If you press it when the machine is offline and Hex Dump is selected, Hex Dump is canceled.

4. [FormFeed]

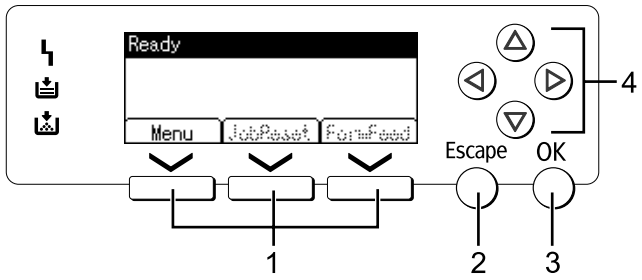
Prints all the data left in the machine's input buffer.

Note

❒ When the power is turned on, the copier display is shown. This is a factory default. This initial setting can be changed. See "System Settings", General Settings Guide.

Reading the Display and Using Keys

This section explains how to read the display and using the selection key for the initial display.



AYM013S

1. Selection keys

Correspond to the function items at the bottom line on the display. Example: Basic screen When the instruction "press **[JobReset]**" appears in this manual, press the center selection key.

2. 【Escape】key

Press to cancel an operation or return to the previous display.

3. 【OK】key

Press to set a selected item or entered numeric value.

4. Scroll keys

Press to move the cursor in each direction, step by step.

When the 【▲】, 【▼】, 【►】, or 【◄】 key appears in this manual, press the scroll key of the same direction.

Printer Features Menu

The following explains settings and meanings of functions on Printer Feature. Printer Feature screen appears when you press the【User Tools/Counter】key. For details, see "Printer Features", General Settings Guide.

Important

❒ The settings that appear depend on whether or not the printer enhance option is installed.

○ =Appears

- =Does not appear

❖ Paper Input

Menu	Description	Printer Enhance Option	
		Not Installed	Installed
Bypass Paper Size	The size of the paper set in the bypass tray.	○	○
Auto Paper Select	Set this to enable Auto Paper Select. The machine automatically detects the paper size from the print data, and selects a suitable paper feed tray accordingly.	○	○
Duplex	You can set this to enable duplex printing. The machine detects duplex printing from the print data, and selects a suitable paper feed tray accordingly.	○	○

❖ List/Test Print

Menu	Description	Printer Enhance Option	
		Not Installed	Installed
Multiple Lists	You can print the configuration page and error log.	-	○
Config. Page	You can print the machine's current configuration values.	-	○
Error Log	You can print error logs listing all errors that occurred during printing.	-	○
Menu List	You can print a Menu List showing the machine's function menus.	-	○
PCL Font Page	You can print the current configuration and installed PCL font list.	-	○
Hex Dump	You can print in the Hex Dump mode.	-	○
Operations Test	You can print an operations test page.	○	-

❖ Maintenance

Menu	Description	Printer Enhance Option	
		Not Installed	Installed
Menu Protect	This function lets you protect menu settings from accidental change. It makes it impossible to change menu settings with normal procedures unless you perform the required key operations. In a network environment, only administrators can make changes to menu settings.	○	○

❖ System

Menu	Description	Printer Enhance Option	
		Not Installed	Installed
Print Error Report	You can print an error report when a printer or memory error occurs.	-	○
Auto Continue	You can select this to enable Auto Continue. When it is On, printing continues after a system error occurs.	○	○
Memory Overflow	Select this to have a memory overflow error report printed.	-	○
Duplex	You can select to have print on both sides of each page.	-	○
Copies	You can specify the number of print sets. This setting is disabled if the number of pages to print has been specified with the printer driver or another command.	-	○
Edge Smoothing	Set this to enable Edge Smoothing. • On (Default) • Off If Toner Saving is set to On, Edge Smoothing is ignored even if it is set to On.	○	○
Toner Saving	Set this to enable Toner Saving. • On (Default) • Off	○	○
Sub Paper Size	You can enable the Auto Substitute Paper Size (A4, LT) feature.	-	○
Page Size	You can select the default paper size.	-	○
Letterhead Setting	You can rotate original images when printing. When printing, original images are always rotated by 180 degrees. Therefore, output might not be as expected when printing onto letterhead or preprinted paper requiring orientation. Using this function, you can specify image rotation.	-	○

❖ Host Interface

Menu	Description	Printer Enhance Option	
		Not Installed	Installed
I/O Timeout	You can set how many seconds the machine should wait before ending a print job. If data from another port usually arrives in the middle of a print job, you should increase this timeout period.	○	○

❖ PCL Menu

Menu	Description	Printer Enhance Option	
		Not Installed	Installed
Orientation	You can set the page orientation.	-	○
Form Lines	You can set the number of lines per page.	-	○
Font Number	You can set the ID of the default font you want to use.	-	○
Point Size	You can set the point size you want to use for the selected font.	-	○
Font Pitch	You can set the number of characters per inch for the selected font.	-	○
Symbol Set	You can specify the set of print characters for the selected font. The available options are as follows:	-	○
Courier Font	You can select a courier font type.	-	○
Ext. A4 Width	You can extend the printing area width when printing on A4 sheet with PCL.	-	○
Append CR to LF	When set to On, a carriage return will follow each line feed: CR=CR, LF=CR-LF, FF=CR-FF.	-	○
Resolution	You can set the print resolution in dots per inch.	-	○

Note

❒ Depending on which optional units you have installed or the printer language you have selected, some options are not displayed.

❒ Depending on the security settings, you might not be able to set certain options.

Reference

For details, see “Printer Features”, General Settings Guide.

For more information about copier features and system settings, see Copy Reference and General Settings Guide.

Setting Paper on the Bypass Tray

This section gives instructions for setting paper on the bypass tray.

For details about paper size and paper type, see "Recommended Paper Sizes and Types", About This Machine.

Important

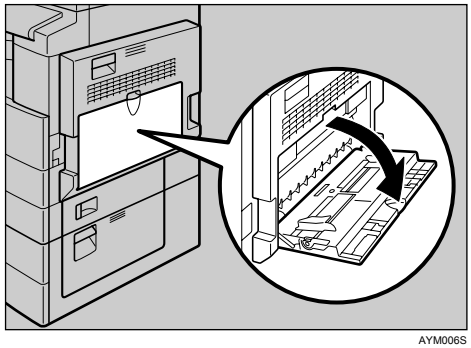
❒ The following functions are disabled when printing from the bypass tray:
- Duplex printing
- Auto Tray Select
- Auto Tray Switching

❒ When printing using the printer function, original images are always rotated by 180 degrees (the orientation of images to be printed is opposite to that of the copier function). When printing onto paper with specific orientation requirements, such as envelopes and letterheads, be sure to rotate the paper feed orientation to 180 degrees.

❒ Be sure to set the paper size using the printer driver when printing data from the computer. The paper size set using the printer driver has priority over the one set using the control panel.

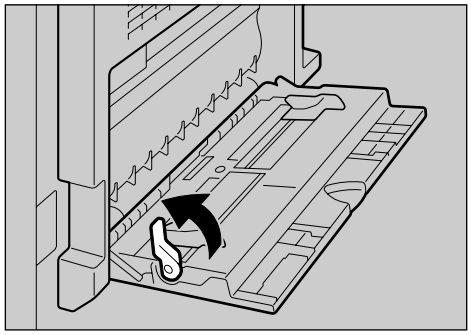
❒ Paper that is thicker than 162 g/m^2, 43 lb. (max.) cannot be printed from the bypass tray.

1 Open the bypass tray.



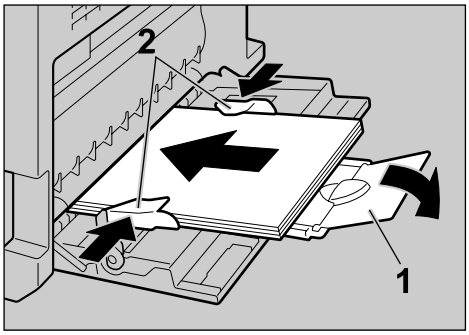
AYM006S

2 Lift up the paper guide release lever.



AYM007S

3 **Adjust the paper guides to the paper size, and then gently insert paper face down into the bypass tray.**



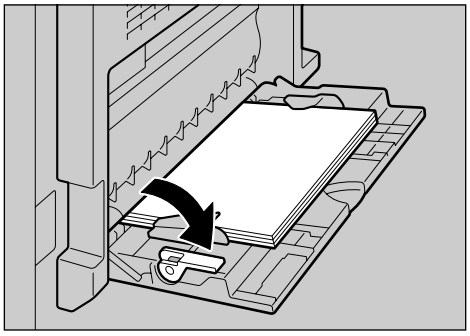
AYM004S

1. **Extender**

2. **Paper guides**

- Open out the extender to support paper sizes larger than A4 ▭, $8^1/_2 \times 11$ ▭.
- If the paper guides are not flush against the paper, skewing and misfeeds might occur.
- Gently insert paper until it stops.
- Do not stack paper over the limit mark, otherwise a skewed image or misfeeds might occur.
- Fan the paper to get air between the sheets to avoid a multi-sheet feed.
- When setting an OHP transparency, make sure that its front and back sides are properly positioned.

4 **Push down the paper guide release lever.**


AYM005S

5 **Set the paper size using the printer driver or the control panel.**

Note

❒ Paper within the following dimensions can be set in the bypass tray:

- Vertical: 90 - 297 mm (3.55 - 11.69 in.)
- Horizontal: 148 - 600 mm (5.83 - 23.62 in.)

❒ Be sure to set the paper with the side you want to print facing down in the bypass tray.

❒ The number of sheets that can be loaded in the bypass tray depends on the paper type.

❒ When loading OHP transparencies or thick paper in the bypass tray, make the paper setting using the control panel or printer driver.

Reference

For details about setting the paper size, see p.11 “Setting the Paper Size Using the Control Panel”.

For details about setting paper in the regular paper tray, see General Settings Guide.

When loading custom size paper, see p.13 “Setting the Custom Size Paper Using the Control Panel”.

Select paper type when printing onto OHP transparencies or thick paper (over 106 g/m^2, 28 lb.). For details, see p.14 “Setting Thick Paper or OHP Transparencies Using the Control Panel”.

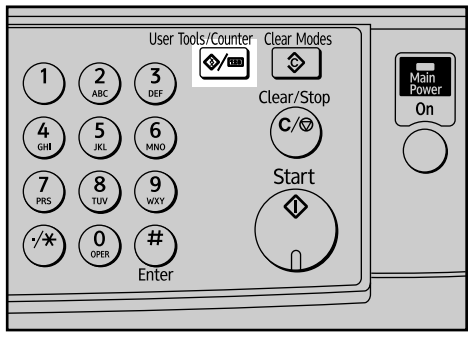
Select paper type when printing onto envelopes. For details, see p.16 “Setting Envelope Using the Control Panel”.

When loading letterhead paper, pay attention to its orientation. See General Settings Guide.

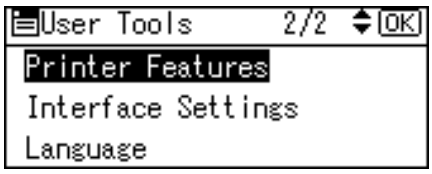
Setting the Paper Size Using the Control Panel

This procedure describes how to set paper size of the bypass tray using the control panel. If you select the printer driver to set paper size, this procedure is not necessary.

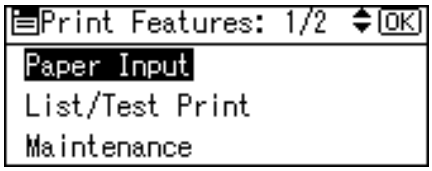
1 **Press the【User Tools/Counter】key.**



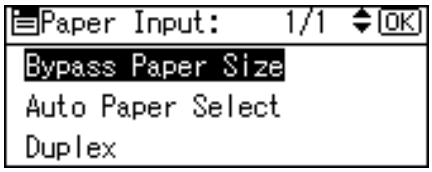
2 **Select [Printer Features] using 【▼】 or 【▲】, and then press the 【OK】 key.**



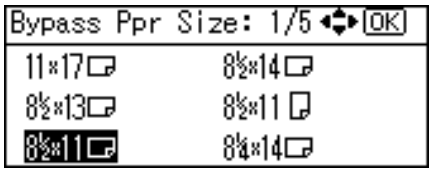
3 **Select [Paper Input] using 【▼】 or 【▲】, and then press the 【OK】 key.**



4 **Select [Bypass Paper Size] using 【▼】 or 【▲】, and then press the 【OK】 key.**



5 **Select the paper size using the scroll keys, and then press the 【OK】 key.**



6 **Press the 【User Tools/Counter】 key to return to the default screen.**

Reference

See the printer driver Help about the settings from the printer drivers.

Select paper type when printing onto OHP transparencies or thick paper. For details, see p.14 “Setting Thick Paper or OHP Transparencies Using the Control Panel”.

Select paper type when printing onto envelopes. For details, see p.16 “Setting Envelope Using the Control Panel”.

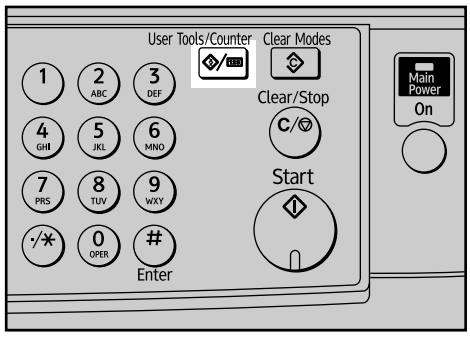
Setting the Custom Size Paper Using the Control Panel

The following procedures are not required if you select the printer driver for the settings. In that case, set the paper size using the printer driver.

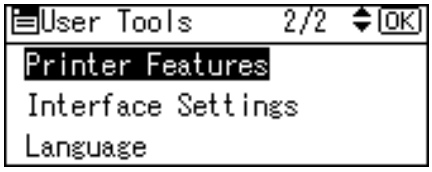
Important

- ❒ Custom size settings set using the printer driver have priority over those set using the machine's control panel.
- ❒ When the printer driver is not used, make settings using the control panel.

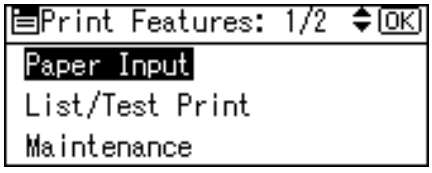
1 **Press the【User Tools/Counter】key.**



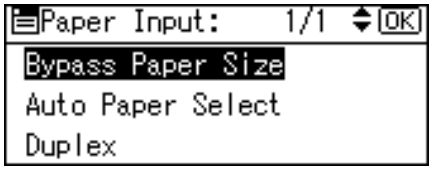
2 **Select [Printer Features] using【▼】or【▲】, and then press the【OK】key.**



3 **Select [Paper Input] using【▼】or【▲】, and then press the【OK】key.**



4 **Select [Bypass Paper Size] using【▼】or【▲】, and then press the【OK】key.**

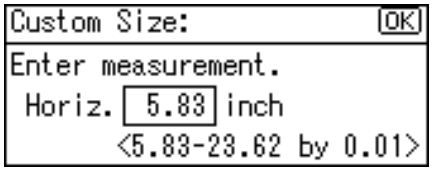


5 **Select [Custom Size] using the scroll keys, and then press the【OK】key.**



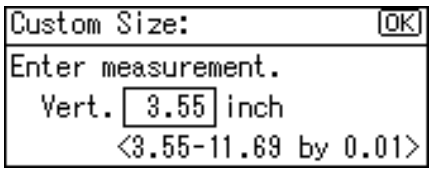
6 **Enter the horizontal size of the paper using the number keys, and press the 【OK】 key.**

Available size: 148 - 600 mm (5.83 - 23.62 in.)



7 **Enter the vertical size of the paper using the number keys, and press the 【OK】 key.**

Available size: 90 - 297 mm (3.55 - 11.69 in.)



8 **Press the 【User Tools/Counter】 key to return to the default screen.**

Reference

For printer driver settings, see the printer driver Help.

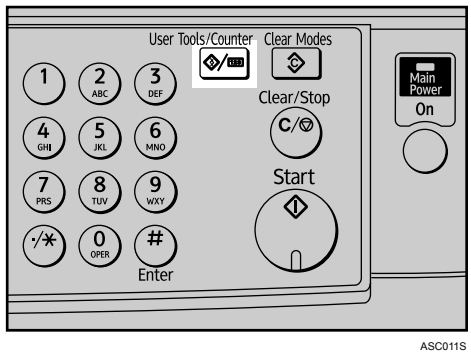
Setting Thick Paper or OHP Transparencies Using the Control Panel

The following procedures are not required if you select the printer driver for the settings. In that case, set the paper size using the printer driver.

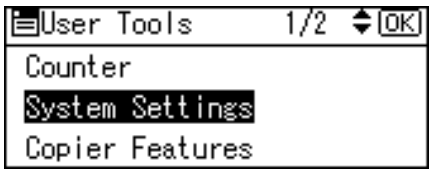
Important

- ❒ Paper size settings set using the printer driver have priority over those set using the machine's control panel.
- ❒ When the printer driver is not used, make settings using the control panel.

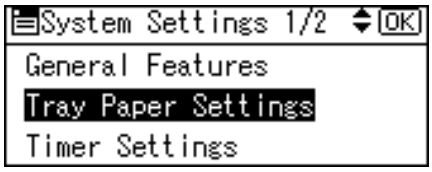
1 **Press the 【User Tools/Counter】 key.**



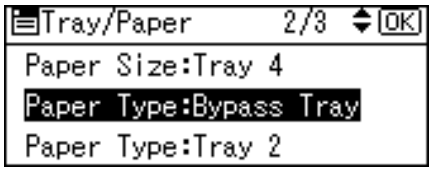
2 **Select [System Settings] using 【▼】 or 【▲】, and then press the 【OK】 key.**



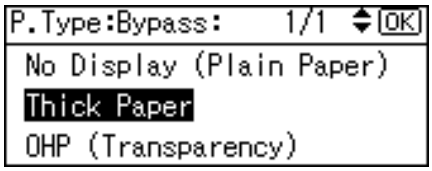
3 **Select [Tray Paper Settings] using 【▼】 or 【▲】, and then press the 【OK】 key.**



4 **Select [Paper Type: Bypass Tray] using 【▼】 or 【▲】, and then press the 【OK】 key.**



5 **Select paper type from the menu using 【▼】 or 【▲】, and then press the 【OK】 key.**



6 **Press the 【User Tools/Counter】 key to return to the default screen.**

Note

❒ The settings made will remain valid until they are reset again. After printing on thick paper or OHP Transparencies, be sure to clear settings for the next user.

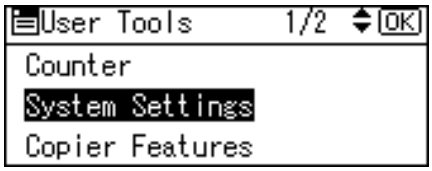
Reference

For the printer driver settings, see the printer driver Help.

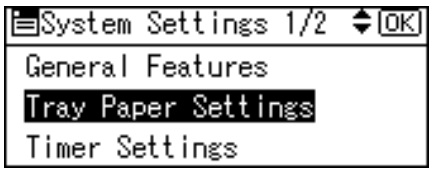
For details about printing onto envelopes, see p.16 “Setting Envelope Using the Control Panel”.

Setting Envelope Using the Control Panel

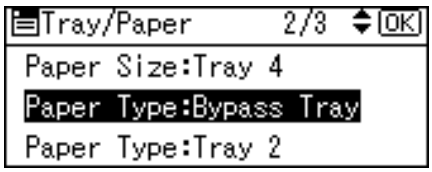
1. Press the【User Tools/Counter】key.
2. Select [System Settings] using【▲】or【▼】, and then press the【OK】key.



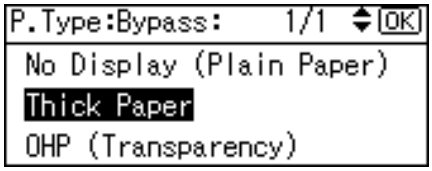
3. Select [Tray Paper Settings] using【▲】or【▼】, and then press the【OK】key.



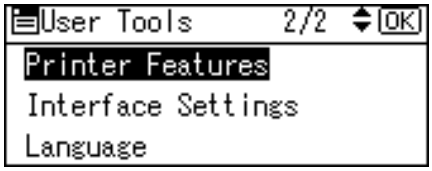
4. Select [Paper Type: Bypass Tray] using【▲】or【▼】, and then press the【OK】key.



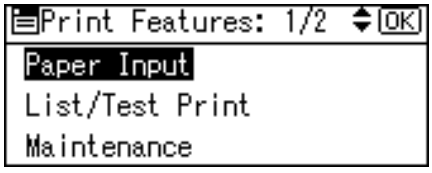
5. Select [Thick Paper] using【▲】or【▼】, and then press the【OK】key.



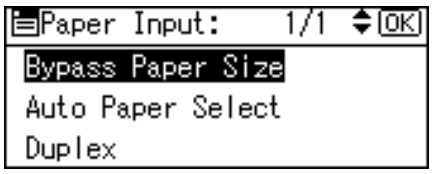
6. Press the【User Tools/Counter】key twice.
7. Select [Printer Features] using【▲】or【▼】, and then press the【OK】key.



8. Select [Paper Input] using【▲】or【▼】, and then press the【OK】key.



9 Select [Bypass Paper Size], and then press the 【OK】 key.



10 Select the paper envelope size from [C5env], [C6env], or [Dlenv], and then press the 【OK】 key.



11 Press the 【User Tools/Counter】 key to return to the default screen.

Confirming the Connection Method

This machine supports network and USB connection.

Before installing the printer driver, check how the machine is connected. Follow the driver installation procedure that is appropriate to the connection method.

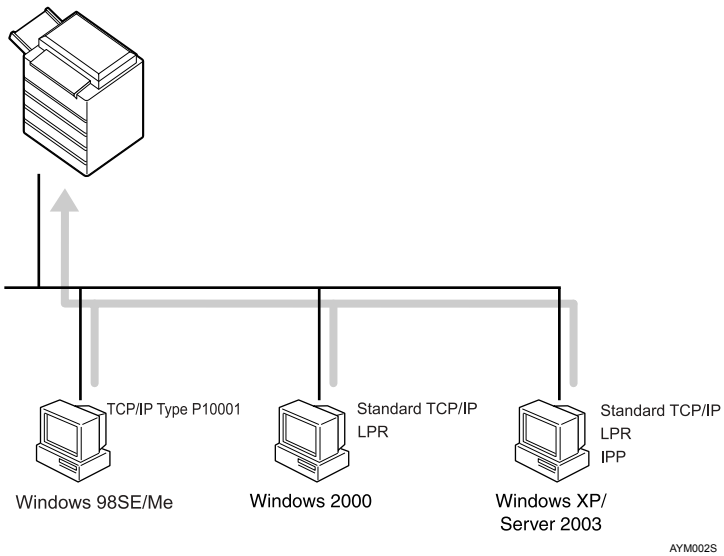
Network Connection

This machine can be used as a Windows printing port or network printer.

Using This Machine as the Windows Printing port

Network connections can be established through Ethernet.

Available ports are determined based on the combination of Windows operating system version.



❖ **TCP/IP Port Type P10001**
Print via TCP/IP using TCP/IP Port Type P10001.
TCP/IP Port Type P10001 can be used with Windows 98 / Me.

❖ **Standard TCP/IP port**
Print via TCP/IP using a standard TCP/IP port.
A standard TCP/IP port can be used with Windows 2000 / XP or Windows Server 2003.

❖ **LPR port**

Print via TCP/IP using an LPR port.
An LPR port can be used with Windows 2000 / XP, or Windows Server 2003.

❖ **IPP port**

Print via ipp or http using an IPP port.
An IPP port can be used with Windows XP, or Windows Server 2003.

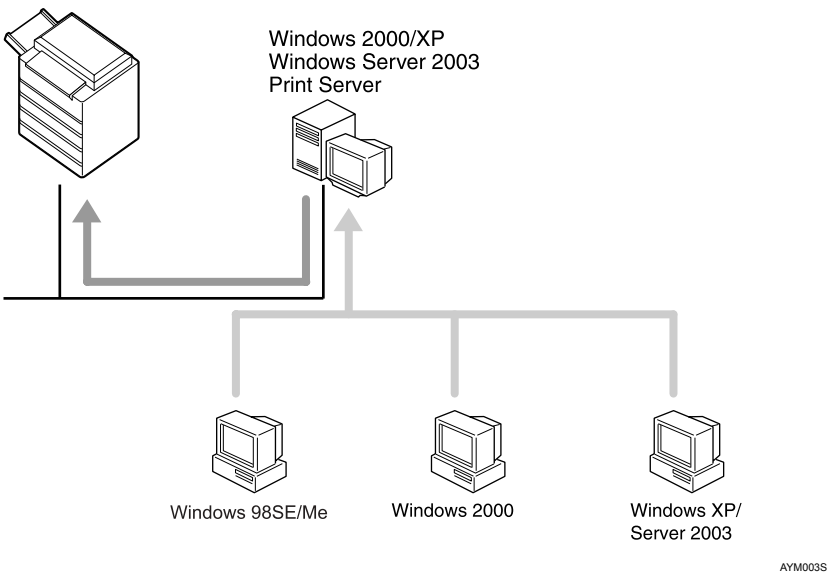
Reference

About the install of the printer driver see p.21 “Installing the Printer Driver”.

See the explanation about how to configure the each type of port, see p.22 “Configure the port”.

Using as a network printer

This machine can be used as the Windows network printer.



Reference

To install the printer driver for the network connection, see p.21 “Installing the Printer Driver”.

USB Connection

Local connections can be established via USB cable.

Reference

To install the printer driver for the USB connection, see p.27 “Installing the Printer Driver Using USB”.

Installing the Printer Driver

To use the printer function, you must first install the printer driver from the supplied CD-ROM.

Important

- ❒ If you install the Printer Enhance Option, the DDST printer driver is disabled.
- ❒ When the DDST printer driver disabled, it cannot be used even if you remove the Printer Enhance Option.
- ❒ If your operating system is Windows XP x64, download printer driver for Windows XP x64 from the supplier's Web site.

1 Quit all applications currently running.

2 Insert the CD-ROM into the CD-ROM drive.

The driver installer starts.

3 Select an interface language, and then click [OK].

The default interface language is English.

4 Select the printer driver you want to install.

The installer of the selected printer driver or the **[Add Printer Wizard]** is launched. If the **[Add Printer Wizard]** is launched, proceed to Step **6**.

5 The software license agreement appears in the [License Agreement] dialog box. After reading through its contents, click [I accept the agreement.], and then click [Next >].

6 Follow the instructions on the display to install Printer Driver.

If you are required to restart the computer after installing Printer Driver, restart the computer.

Note

- ❒ The printer driver has been installed, plug and play is enabled, and the icon of the printer connected to the "USB" port is added to the **[Printers]** or **[Printers and Faxes]** window.
- ❒ For details about using the printer function via Ethernet under Windows 98 / Me / 2000 / XP / Server 2003, see "Windows Configuration", Network Guide.
- ❒ Some applications may require installation of the PCL 5e printer driver. In this case, you can install PCL 5e without having to install PCL 6.
- ❒ Auto Run might not automatically work with certain OS settings. In this case, launch "Setup.exe" located on the CD-ROM root directory
- ❒ During installation in Windows 2000, the **[Digital Signature Not Found]** dialog box may appear. In this case, click **[Yes]** to continue the installation.
- ❒ During installation in Windows XP, Windows Server 2003, the **[Hardware Installation]** dialog box may appear. In this case, click **[Continue Anyway]** to continue the installation.

Configure the port

You can use this machine as a network printer without connecting to a print server.

Using TCP/IP Port Type P10001

TCP/IP Port Type P10001 can be used with Windows 98 / Me if the necessary printer driver has been installed.

The TCP/IP Port Type P10001 paths is as follow:

- CD-ROM drive:\PORT

1 In the [Printers] window, click the icon of the printer you want to use. On the [File] menu, click [Properties].

2 Click the [Details] tab, and then click [Add Port].

3 Click the [Other] radio button, click [TCP/IP Port Type P10001], and then click [OK].

[Add TCP/IP Port Type P10001 Wizard] will start.

4 Click [Next >].

5 Enter the IP address, and then click [Next >].

Enter **[Port Name:]** if necessary.

6 Click [Finish].

Configuring the port settings

Important

❒ Do not change Port Number, Timeout, or Queue Name.

1 In the [Printers] window, click the icon of the printer you want to use. On the [File] menu, click [Properties].

2 Click the [Details] tab, and then click [Port Settings...].

The TCP/IP Port Type P10001 Configuration dialog box appears.

- You can select either Raw or LPR port.
- You can change the IP address of the port.
 If the IP address of the machine is changed, you must change the port settings also.
- Both Raw and LPR support SNMP.

Using Standard TCP/IP Port

This procedure explains changing the port settings under Windows 2000 when a printer driver has been installed.

1. **In the [Printers] window, click the icon of the printer you want to use. On the [File] menu, click [Properties].**
2. **Click the [Ports] tab, and then click [Add Port].**
3. **Click [Standard TCP/IP], and then click [New Port...].**
4. **In the [Add Standard TCP/IP Printer Port Wizard] dialog box, click [Next >].**
5. **In the [Printer Name or IP Address] box, enter the printer name or IP address, and then click [Next >].**
6. **In the [Add Standard TCP/IP Printer Port Wizard] dialog box, click [Finish].**
7. **Click [Close].**
8. **Check the location of the selected printer, and then click [Close].**

Using LPR Port

This procedure explains changing the port settings under Windows 2000 when a printer driver has been installed.

1. **In the [Printers] window, click the icon of the printer you want to use. On the [File] menu, click [Properties].**
2. **Click the [Ports] tab, and then click [Add Port].**
3. **Click [LPR Port], and then click [New Port...].**
4. **In the [Name or address of server providing lpd] box, enter the printer's IP address.**

 You must install "Print Services for Unix" before you can use the LPR port. If the dialog box does not appear, install the necessary print service, and then try again.

 For details about performing installations, see your operating system's Help files.
5. **In the [Name of printer or print queue on that server] box, enter "lp", and then click [OK].**
6. **Click [Close].**
7. **Check the location for the selected printer, and then click [Close].**

Using the IPP Port

An IPP port can be used with Windows 2000 / XP or Windows Server 2003.

This procedure explains making the port settings under Windows XP.

Important

- ❒ If you want to use the PCL 5e printer driver, you must download it from the supplier's Web site.
- ❒ If your operating system is Windows XP x64, download printer driver for Windows XP x64 from the supplier's Web site.

1 In the [Printers and Faxes] window, click [Add Printer] on the [File] menu.

Add Printer Wizard will start.

2 Click [Next >].

3 Click the [A network printer or a attached to another computer] radio button, and then click [Next >].

4 Click the [Connect to a printer on the Internet or on a home or office network:] radio button, and then enter "http://printer's IP address/ipp/port1" or "ipp://printer's IP address/ipp/port1" in the [URL:] box.

(Example: IP address is 192.168.15.16)

`http://192.168.15.16/ipp/port1`

5 Click [Next >].

6 Click [Have Disk], and then click [Browse].

7 Insert the CD-ROM into the CD-ROM drive.

If Auto Run starts, click **[Cancel]**, and then **[Exit]**.

To disable Auto Run, press the left **【Shift】** key when inserting the CD-ROM into the drive and keep it pressed until the computer finishes reading from the CD-ROM.

8 Select the printer driver.

The printer driver paths are as follows:

❖ **DDST**

- Windows 98 / Me
 CD-ROM drive:\DRIVERS\DDST\WIN9X_ME\(language)\DISK1
- Windows 2000 / XP or Windows Server 2003
 CD-ROM drive:\DRIVERS\DDST\WIN2K_XP\(language)\DISK1

❖ **PCL 6**

- Windows 98 / Me
 CD-ROM drive:\DRIVERS\PCL6\WIN9X_ME\(language)\DISK1
- Windows 2000 / XP or Windows Server 2003
 CD-ROM drive:\DRIVERS\PCL6\WIN2K_XP\(language)\DISK1

9 Click [OK] twice.

10 Click [Next >], and then [Finish].

Printing with a Print Server

Important

❒ This section assumes the client is already configured to communicate with a Windows 2000 / XP, or Windows Server 2003 print server. Do not begin the following procedure until the client computer is set up and configured correctly.

This section explains configuring a network client computer when using Windows 2000 / XP or Windows Server 2003 as a print server.

When using a Windows 2000 / XP or Windows Server 2003 print server, select a shared printer.

This section describes running **[Add Printer Wizard]** on each client computer, and adding the Windows 2000 / XP, or Windows Server 2003 print server as the network printer.

These instructions are for Windows 98.

1 Right-click [Network Neighborhood], and then click [Explore] in the context menu.

2 On the network tree, double-click the name of the computer used as the print server. The printers connected to the network are displayed.

3 Double-click the name of the printer you want to use, and then click [Yes].

The printer icon appears in the **[Printers]** window.

Note

❒ If you are using a Windows XP print server, client computers cannot receive notification of print job completion.

Installing the Printer Driver Using USB

This section explains how to install printer drivers using USB.

Before installing, check that only the operating system is running on the computer and no print jobs are in progress.

The printer drivers can be installed from the supplied CD-ROM provided with this machine.

Important

- ❒ If you install the Printer Enhance Option, the DDST printer driver is disabled.
- ❒ When the DDST printer driver disabled, it cannot be used even if you remove the Printer Enhance Option.
- ❒ If you want to use the PCL 5e printer driver, you must download it from the supplier's Web site..
- ❒ If your operating system is Windows XP x64, download printer driver for Windows XP x64 from the supplier's Web site.

Windows Me - USB

When USB is first used, the plug and play function starts and the **[New Hardware Found]**, **[Device Driver Wizard]**, or **[Add New Hardware Wizard]** dialog box appears, depending on the operating system.

If the printer driver has already been installed, plug and play is enabled, and the icon of the printer connected to the "USB" port is added to the **[Printers]** window.

1 Download USB Printing Support from the supplier's Web site.

Use a search to find the model name, and then download USB Printing Support from the supplier's Web site.

Save it where you can locate it easily.

2 Connect the machine to the computer using the USB cable.

Connect the USB cable firmly.

3 In the [Found New Hardware Wizard] display, click [Search for a suitable driver for my device [recommended]], and then click [Next >].

4 Select the [Specify a location:] check box, and then click [Browse...].

The **[Browse for Folder]** dialog box appears.

5 Specify the location where USB Printing Support is located, and then click [Next >].

6 Check the location, and then click [Next >].

USB Printing Support is installed.

7 **Click [Finish].**

If the printer driver has already been installed, plug and play is enabled, and the icon of the printer connected to the "USB001" port is added to the **[Printers]** window.

8 **Install the printer driver. Click [Search for the best driver for your device. [Recommended]], and then click [Next >].**

9 **Select the [Specify a location:] check box, and then click [Browse...].**

The **[Browse for Folder]** dialog box appears.

10 **Insert the CD-ROM into the CD-ROM drive.**

Note

❒ When Auto Run starts, click **[Exit]**.

❒ To disable Auto Run, press the **【Shift】** key when inserting the CD-ROM into the drive and keep it pressed until the computer finishes reading from the CD-ROM.

11 **Specify the location where the source files of the printer driver are stored, and then click [Next >].**

If the CD-ROM drive is D, the source files of the printer driver are stored in the following location:

- DDST
 CD-ROM drive:\DRIVERS\DDST\WIN9X_ME\(language)\DISK1
- PCL 6
 D:\DRIVERS\PCL6\WIN9X_ME\(Language)\DISK1

12 **Check the location, and then click [Next >].**

Add Printer Wizard starts.

13 **Click [Finish].**

Installation is complete. If installation is successful, the icon of the printer connected to the "USB001" port is added to the **[Printers]** window.

Note

❒ The number after "USB" varies depending on the number of printers connected.

❒ It is not necessary to reinstall USB Printing Support when connecting a different machine via USB interface when USB Printing Support is installed.

❒ After installing USB Printing Support, if the printer driver is not installed, follow the plug-and-play instructions of the printer.

Windows 2000 - USB

Important

❒ Installing a printer driver requires Administrator permission. Log on using an account that has Administrator permission.

When USB is first used, Found New Hardware Wizard starts, and USB Printing Support is installed automatically.

If the printer driver has already been installed, plug and play is enabled, and the icon of the printer connected to the "USB" port is added to the **[Printers]** window.

If the printer driver is not installed, follow the plug-and-play instructions of the printer to install it from the supplied CD-ROM.

1 Connect the machine to the computer using the USB cable.

Connect the USB cable firmly.

2 In the Found New Hardware Wizard display, click [Search for a suitable driver for my device [recommended]], and then click [Next >].

3 Select the [Specify location] check box, and then click [Next >].

4 Insert the CD-ROM into the CD-ROM drive.

When Auto Run starts, click **[Exit]**.

To disable Auto Run, press the left 【Shift】 key when inserting the CD-ROM into the drive and keep it pressed until the computer finishes reading from the CD-ROM.

5 Specify the location where the source files of the printer driver is stored.

If the CD-ROM drive is D, the source files of the printer driver are stored in the following location:

- DDST
 D:\DRIVERS\DDST\WIN2K_XP\(Language)\DISK1
- PCL 6
 D:\DRIVERS\PCL6\WIN2K_XP\(Language)\DISK1

6 Check the printer driver location, and then click [OK].

7 Click [Next >].

8 Click [Finish].

If the printer driver has already been installed, plug and play is enabled, and the icon of the printer connected to the "USB001" port is added to the **[Printers]** window.

Note

❒ The number after "USB" varies depending on the number of printers connected.

Windows XP, Windows Server 2003 - USB

Important

❒ Installing a printer driver requires Administrators permission. Log on using an account that has Administrators permission.

When USB is first used, Found New Hardware Wizard starts, and USB Printing Support is installed automatically.

If the printer driver has already been installed, plug and play is enabled, and the icon of the printer connected to the "USB" port is added to the **[Printers]** window.

The printer drivers can be installed from the supplied CD-ROM provided with this machine.

If the printer driver is not installed, follow the plug-and-play instructions of the printer to install it from the supplied CD-ROM.

1 Connect the machine to the computer using the USB cable.

Connect the USB cable firmly.

2 In the Found New Hardware Wizard display, click [Search for a suitable driver for my device [recommended]], and then click [Next >].

3 Insert the CD-ROM into the CD-ROM drive.

If Auto Run starts, click **[Cancel]**, and then **[Exit]**.

To disable Auto Run, press the left **【Shift】** key when inserting the CD-ROM into the drive and keep it pressed until the computer finishes reading from the CD-ROM.

4 Select the [Include this location in the search] check box under [Search for the best driver in these location], and then click [Browse] to select the printer driver location.

If the CD-ROM drive is D, the source files of the printer driver are stored in the following location:

- DDST
 D:\DRIVERS\DDST\WIN2K_XP\(Language)\DISK1
- PCL 6
 D:\DRIVERS\PCL6\WIN2K_XP\(Language)\DISK1

5 Check the printer driver location, and then click [Next >].

6 Click [Continue].

7 Click [Finish].

If installation is successful, the icon of the printer connected to the "USB001" port is added to the **[Printers and Faxes]** window.

Note

❒ The number after "USB" varies depending on the number of printers connected.

Setting Up the Printer Driver

Windows 98 / Me - Accessing the Printer Properties

There are two methods to open the printer properties dialog box.

Making Printer Default Settings

To make the printer default settings, open the printer properties dialog box from the **[Printers]** window.

Important

❒ You cannot change the printer default settings for each user. Settings made in the printer properties dialog box are applied to all users.

1. **On the [Start] menu, point to [Settings], and then click [Printers].**

 The **[Printers]** window appears.

2. **Click the icon of the printer you want to use.**

3. **On the [File] menu, click [Properties].**

4. **Make the necessary settings, and then click [OK].**

Note

❒ With some applications, the printer driver settings are not used, and the application's own default settings are applied.

Reference

For details, see the printer driver Help.

Making Printer Settings from an Application

You can make printer settings for a specific application.

To make printer settings for a specific application, open the printer properties dialog box from that application. The following explains how to make settings for the WordPad application provided with Windows 98 / Me.

1. **On the [File] menu, click [Print].**

 The **[Print]** dialog box appears.

2. **Select the printer you want to use in the [Name] list, and then click [Properties].**

 The printer properties dialog box appears.

3. **Make the necessary settings, and then click [OK].**

4. **Click [OK] to start printing.**

Note

❒ The procedure to open the printer properties dialog box may vary depending on the application. For details, see the manuals provided with the application you use.

❒ With some applications, the printer driver settings are not used, and the application's own default settings are applied.

❒ Any settings you make in the following procedure are valid for the current application only.

❒ General users can change the properties displayed in the **[Print]** dialog box of an application. Settings made here are used as defaults when printing from this application.

Reference

For details, see the printer driver Help.

Windows 2000 - Accessing the Printer Properties

Making Printer Default Settings - The Printer Properties

Important

❒ To change the printer default settings including option configuration settings, log on using an account that has Manage Printers permission. Members of the Administrator and Power Users groups have Manage Printers permission by default.

❒ You cannot change the printer default settings for each user. Settings made in the printer properties dialog box are applied to all users.

1 **On the [Start] menu, point to [Settings], and then click [Printers].**

The **[Printers]** window appears.

2 **Click the icon of the printer you want to use.**

3 **On the [File] menu, click [Properties].**

The printer properties dialog box appears.

4 **Make the necessary settings, and then click [OK].**

Note

❒ Settings you make here are used as the default settings for all applications.

Reference

For details, see the printer driver Help.

Making Printer Default Settings - Printing Preferences

Important

❒ You cannot change the printer default settings for each user. Settings made in the printer properties dialog box are applied to all users.

1. **On the [Start] menu, point to [Settings], and then click [Printers].**

 The **[Printers]** window appears.

2. **Click the icon of the printer you want to use.**

3. **On the [File] menu, click [Printing Preferences...].**

 The **[Printing Preferences]** dialog box appears.

4. **Make the necessary settings, and then click [OK].**

Note

❒ Settings you make here are used as the default settings for all applications.

Reference

For details, see the printer driver Help.

Making Printer Settings from an Application

You can make printer settings for a specific application.

To make printer settings for a specific application, open the **[Printing Preferences]** dialog box from that application. The following explains how to make settings for the WordPad application provided with Windows 2000.

1. **On the [File] menu, click [Print...].**

 The **[Print]** dialog box appears.

2. **Select the printer you want to use in the [Select Printer] list.**

3. **Make the necessary settings, and then click [Print] to start printing.**

Note

❒ The procedure to open the **[Printing Preferences]** dialog box may vary depending on the application. For details, see the manuals provided with the application you use.

❒ Any settings you make in the following procedure are valid for the current application only.

❒ General users can change the properties displayed in the **[Print]** dialog box of an application. Settings made here are used as defaults when printing from this application.

Reference

For details, see the printer driver Help.

Windows XP, Windows Server 2003 - Accessing the Printer Properties

Making Printer Default Settings - The Printer Properties

Important

- ❒ To change the printer default settings including option configuration settings, log on using an account that has Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default.
- ❒ You cannot change the printer default settings for each user. Settings made in the printer properties dialog box are applied to all users.

1. **On the [Start] menu, click [Printers and Faxes].**

 The **[Printers and Faxes]** window appears.

2. **Click the icon of the printer you want to use.**

3. **On the [File] menu, click [Properties].**

 The printer properties dialog box appears.

4. **Make the necessary settings, and then click [OK].**

Note

- ❒ Settings you make here are used as the default settings for all applications.

Reference

For details, see the printer driver Help.

Making Printer Default Settings - Printing Preferences

Important

- ❒ You cannot change the printer default settings for each user. Settings made in the printer properties dialog box are applied to all users.

1. **On the [Start] menu, click [Printers and Faxes].**

 The **[Printers and Faxes]** window appears.

2. **Click the icon of the printer you want to use.**

3. **On the [File] menu, click [Printing Preferences...].**

 The **[Printing Preferences]** dialog box appears.

4. **Make the necessary settings, and then click [OK].**

Note

- ❒ Settings you make here are used as the default settings for all applications.

Reference

For details, see the printer driver Help.

Making Printer Settings from an Application

You can make printer settings for a specific application.

To make printer settings for a specific application, open the **[Printing Preferences]** dialog box from that application. The following explains how to make settings for the WordPad application provided with Windows XP.

1. **On the [File] menu, click [Print...].**

 The **[Print]** dialog box appears.

2. **Select the printer you want to use in the [Select Printer] list.**

3. **Make the necessary settings, and then click [Print] to start printing.**

Note

- The procedure to open the **[Printing Preferences]** dialog box may vary depending on the application. For details, see the manuals provided with the application you use.
- Any settings you make in the following procedure are valid for the current application only.
- General users can change the properties displayed in the **[Print]** dialog box of an application. Settings made here are used as defaults when printing from this application.

Reference

For details, see the printer driver Help.

Form Feed

This section gives instructions for operating the machine when there is no tray for the selected paper size or type, or when paper loaded in the machine has run out.

Important

❒ The tray cannot be changed if the following functions are set:

- Staple
- Duplex Print to a tray that does not support duplex printing

Note

❒ If form feed is selected for a tray with the following settings, you can change the tray by canceling the settings:

- Staple
- Duplex Print

❒ If Auto Continue is selected, form fed paper is printed after a set interval. See "Printer Features", General Settings Guide.

Printing from a Selected Tray

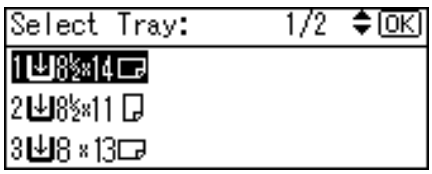
If the machine does not have a tray for the selected paper size or paper type, or if the selected paper loaded in the machine has run out, a caution message appears. If this message appears, do the following procedure.

1 When the caution message appears, press [FormFeed].



2 Select the tray for form feed using 【▼】 or 【▲】 from those that appear on the display panel, and then press the 【OK】 key.

If you want to print after adding paper to the tray, select the tray after loading the correct paper.



The machine prints using the selected tray.

Note

❒ If a tray with a smaller paper size is selected, the print job may be cut short, or other problems may occur.

Canceling a Print Job

This section gives instruction to stop printing from the computer or the control panel.

Canceling a Print Job Using the Control Panel

1. **Press [JobReset] on the display panel.**

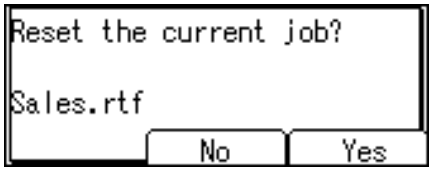
 A confirmation message appears.

2. **Press [Current].**



 To resume printing jobs, press **[Resume]**.

3. **Press [Yes] to cancel the print job.**



 Press **[No]** to return to the previous display.

Windows - Canceling a Print Job from the computer

You can cancel a print job from the computer if transferring print jobs is not completed.

1. **Double-click the printer icon on the Windows task tray.**

 A window appears, showing all print jobs currently queued for printing. Check the current status of the job you want to cancel.

2. **Select the name of the job you want to cancel.**

3. **On the [Document] menu, click [Cancel Printing].**

4. **Press the 【Printer】 key on the machine's control panel.**

Note

- ❒ If the machine is shared by multiple computers, be careful not to accidentally cancel someone else's print job.
- ❒ If the machine is connected to the computer using a parallel cable, sent print jobs may be canceled if **[JobReset]** is pressed while "Waiting..." is displayed on the control panel. After the interval set in **[I/O Timeout]** in Printer Features has passed, the next print job can be sent. A print job sent from a different client computer will not be canceled in this case.
- ❒ In Windows XP and Windows Server 2003 click **[Cancel]** on the **[Document]** menu.
- ❒ In Windows 98 / Me or Windows 2000, you can also open the print job queue window by double-clicking the machine icon in the **[Printers]** machine window (the **[Printers and Faxes]** window under Windows XP and Windows Server 2003).
- ❒ You cannot stop printing data that has already been processed. For this reason, printing may continue for a few pages after you press **[JobReset]**.
- ❒ A print job containing a large volume of data may take considerable time to stop.

Checking the Error Log

If files could not be stored due to printing errors, identify the cause of the errors by checking the error log on the control panel.

Important

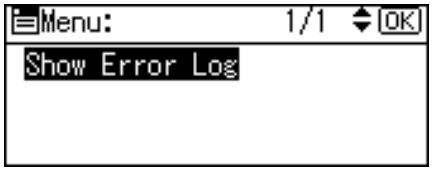
- ❒ The most recent 30 errors are stored in the error log. If a new error is added when there are 30 errors already stored, the oldest error is deleted.
- ❒ If the main power switch is turned off, the log is deleted.

1 **Press the 【Printer】 key to display the Printer screen.**

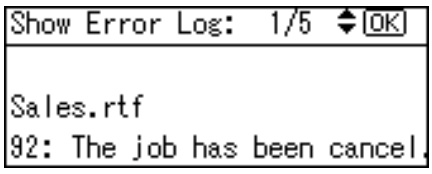
2 **Press [Menu].**



3 **Press the 【OK】 key.**



4 **Select the error log you want to check using 【▼】 or 【▲】.**



A detailed error log appears.

Note

- ❒ Press the 【Escape】 key until the Printer screen appears after checking the log.
- ❒ To print files that appear in the error log, resend them after stored files have been printed or deleted.

Collate

When printing multiple documents such as handouts for meetings, you can separate sets into order. This function is known as "Collate". Collate stores data transmitted from a computer to the printer memory. The following are the two types of collate:

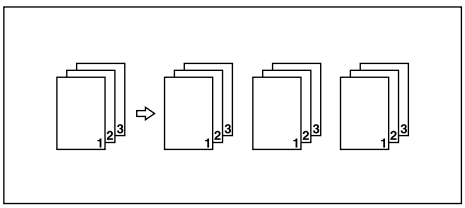
Important

❒ If the following functions are selected, Collate will be applied even if Rotating Collate is selected:

- When combined with staple function.
- When feeding paper from the bypass tray.
- When output tray is specified.
- If jobs containing pages of various sizes are set.
- If a document with mixed paper sizes or sizes larger than A4, $8^1/_2 \times 11$ is set.

❖ **Collate**

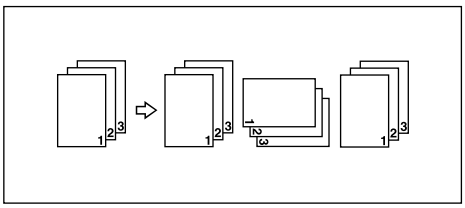
Printed output is assembled as sets in sequential order.



AEU016S

❖ **Rotating Collate**

Every other print set is rotated by 90 degrees ↻.



AEU017S

Note

- ❒ You can set Collate in the printer driver settings.
- ❒ If Auto Continue occurs on the first set, Collate will be canceled.
- ❒ If forced printing occurs on the first set, Collate will be canceled.
- ❒ When Rotating Collate has been selected, printing speed will be slower than with other collate functions.
- ❒ When setting Collate in the printer driver settings, make sure that a collate option is not selected in the application's print settings. If a collate option is selected, printing will not be as intended.
- ❒ The Rotating Collate function requires two paper trays containing same size paper but in different orientations.

Reference

For information about paper sizes and the number of sets you can use Collate and Rotating Collate with in every option, see “Supplementary Information: Sort, Rotate Sort, Stack”, Copy Reference.

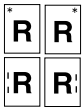
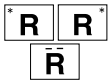
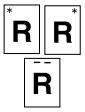
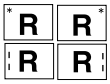
For printing methods, see the printer driver Help.

Staple

With the optional Finisher SR3010 sets can be stapled individually when printing multiple sets.

Staple Position

The specified staple position varies depending on paper size, type, quantity and feed orientation. The following table shows staple positions:

Paper Orientation on the Machine	Print Data Direction	Staple Position Finisher 3010
	Portrait	
	Landscape	
	Portrait	
	Landscape	

AYM001S

Note

❒ Stapling might not be in the specified position if combine (layout) and duplex printing are both selected. After setting the staple position, use the printer driver's preview icon to check the position before printing.

Reference

For paper sizes and maximum numbers of sheets available for stapling, see "Specifications for Options", About This Machine.

For printing methods, see the printer driver Help.

Stapling Precautions

Important

❒ Stapling can be done only with the optional finisher installed.

❖ **Staple printing will be canceled under the following conditions:**

- If the number of pages to staple exceeds maximum.
- If a paper size that cannot be stapled is selected.
- If a paper type that cannot be stapled is selected.
- If positions other than those fixed for stapling are specified.
- If there are inconsistencies between the orientation in the duplex mode and the staple position.
- If there are inconsistencies between the orientation in letterhead mode and the staple position.
- If paper sizes are mixed when a different paper size is specified during a print job.
- When feeding paper from the bypass tray.
- When staples have run out and Auto Continue is set (printing will continue without stapling after the message has been displayed).
- When only 1 page is printed.
- When staples have run out.

Note

❒ If Staple is selected with the optional Finisher SR3010 installed, the paper will be output to the finisher shift tray irrespective of the setting.

❒ When printing on letterhead, stapling may not be at the specified position.

❒ If you cannot make staple settings even with Finisher SR3010 installed, options may not be set correctly in the printer driver. Correct option settings in the printer driver. For details, see the printer driver Help.

❒ When the finisher is being used for another function's job (for example, a copy job), printing will start after that job ends.

❒ Be sure to set paper size and orientation in the printer driver when stapling.

❒ When duplex printing is selected, adjust staple positions to the binding orientation.

❒ Depending on the software you are using, print settings may not be saved and the printed result may not be as expected.

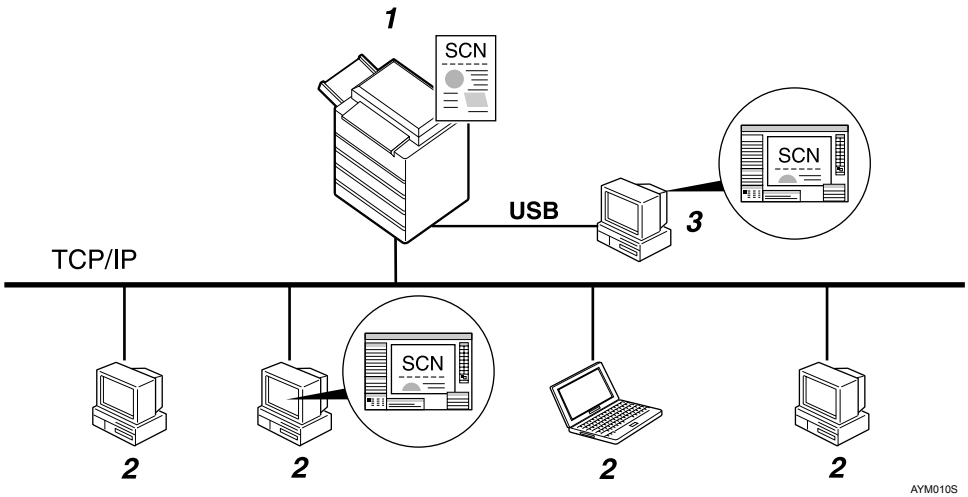
❒ When setting Staple in the printer driver settings, make sure that a collate option is not selected in the print settings of the application. If a collate option is selected in the application, printing will not be as intended.

TWAIN Scanner

Client computers can use this machine as a network TWAIN scanner.

Using direct USB connection, stand alone computers can also use this machine as a TWAIN scanner.

Procedures for network scanning are the same as those for scanning via USB connection.



1. This machine

Connects to computers via Ethernet (TCP/IP) and/or USB.

2. Client computer

Uses the scanner via a TWAIN-compliant application (such as Imaging).

3. Stand-alone computer

Uses the scanner via direct USB connection and a TWAIN-compliant application (such as Imaging).

Process Flow

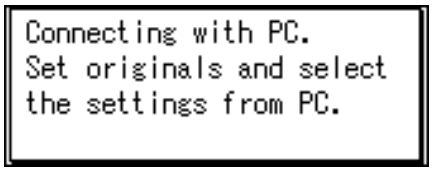
1 Scanning commands are sent to the machine (1.) via the TWAIN driver from a TWAIN-compliant application installed on the client (2.) or stand-alone (3.) computer.

2 The machine (1.) scans the originals.

3 Scanned data is edited and stored using the TWAIN-compliant application on the client (2.) or stand-alone (3.) computer.

Note

❒ When using the machine as the TWAIN scanner, it is not necessary to press the 【Scanner】 key on the control panel. When the TWAIN driver becomes active, the display automatically switches to the following screen:



Preparation for Using the TWAIN Scanner

The following diagrams show the preparation required to use this machine as a TWAIN scanner.

❖ Network connection (Network TWAIN scanner)

Install the TWAIN driver on a client computer. *1
See p.48 “Installing the TWAIN Driver”.



Connect the scanner and client computer with a cable.
See “Connecting the Machine” in General Settings Guide.



Make the necessary network settings in **[Interface Settings]**.
See “Network Settings” in General Settings Guide

❖ Direct USB connection

Install the TWAIN driver on a stand-alone computer. *1
See p.48 “Installing the TWAIN Driver”.



Connect the machine and the stand-alone computer using the USB cable.
See “Connecting the Machine” in General Settings Guide.

*1 To you use this machine as a TWAIN scanner, you must be running a TWAIN-compliant application on a client computer.

Installing the TWAIN Driver

To use the scanner function, you must first install the TWAIN driver on the supplied CD-ROM.

1. **Quit all applications currently running.**
2. **Insert the CD-ROM into the CD-ROM drive.**
 The driver installer starts.
3. **Select an interface language, and then click [OK].**
 The default interface language is English.
4. **Click [DDST TWAIN Driver].**
 The DDST TWAIN Driver installer starts.
5. **Click [OK].**
6. **Click [Close].**

Setting Originals

The following explains the procedure for placing originals on the exposure glass and in the ARDF, and setting the scan area and orientation according to how you have set your originals.

To correctly display the top/bottom orientation of the scanned original on a client computer, the placement of the original and the settings made on the control panel and scanner driver must match.

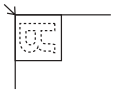
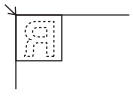
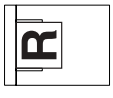
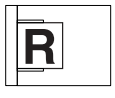
Placing Originals

Place originals in one of the two orientations show in the table below.

Important

❒ Normally, an original is F or R, but the table below uses a square original to make orientation easier to understand. Even if the shape of your original is different to that shown in the table, the combination of original orientation and the orientation specified on the control panel or scanner driver does not change.

❖ Specifying original orientation and setting originals

1 An original to be scanned				
2 Decide the placement method.	Exposure glass		ARDF	
3 Place the original. (There are two original orientations.)	Place the original so that the top edge touches the top left of the exposure glass. 	Place the original so that the top edge touches the rear of the exposure glass. 	Place the top edge of the original first. 	Place the original so that the top edge touches the back of the ARDF. 
4 The original displayed on a computer				

Placing on the Exposure Glass

Originals that do not fit into the ARDF, such as sheets with glued-on parts, books, etc., can be placed directly on the exposure glass for scanning.

For details about originals that you can place on the exposure glass, see Copy Reference.

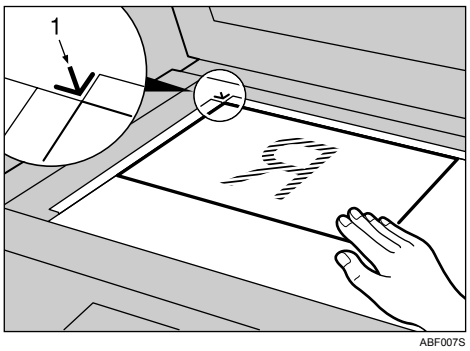
1 Lift the exposure glass cover or the ARDF.

Lift the exposure glass cover or ARDF to an angle of more than 30 degrees. The opening/closing action triggers the automatic original size detection process.

2 Place the original on the exposure glass with the side to be scanned facing down. Align the original with the back left corner mark.

There are two original orientations.

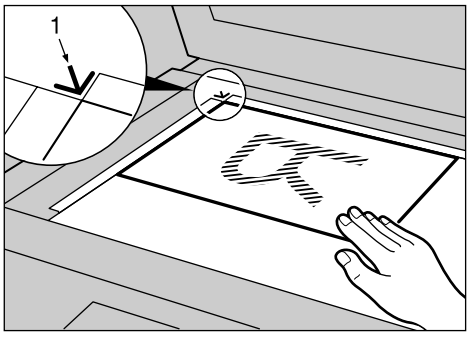
❖ **When placing the original so that the top edge touches the rear of the exposure glass**



1. **Positioning mark**

❖ **When placing the original so that the top edge touches the top left of the exposure glass**

When using the machine as a network TWAIN scanner, this orientation is the standard setting for the TWAIN driver. This orientation is suitable for most originals.



1. **Positioning mark**

3 **Lower the exposure glass cover or the ARDF.**

4 **Select the original orientation according to the orientation of the placed original.**

Reference

p.49 “Specifying original orientation and setting originals”

Placing in the Auto Document Feeder

The ARDF allows you to place multiple originals at once. Originals placed in the ARDF can be scanned on one side or both sides.

❖ **Originals that can and cannot be placed in the ARDF**

For details about originals that you can place in the ARDF, see Copy Reference.

Attempting to feed unsuitable originals into the ARDF can result in misfeeds and damage to the originals. Place such originals directly on the exposure glass.

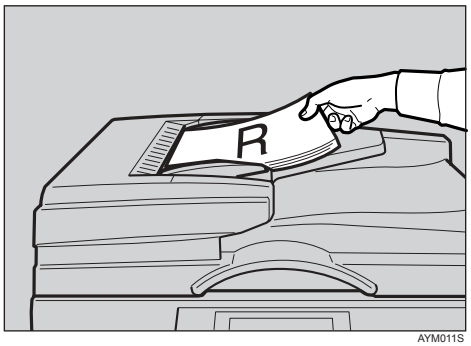
1 **Adjust the original guide to match the size of the originals.**

2 **Place the originals with the side to be scanned facing up.**

To scan both sides of an original, place the original so that its first side is face up.

There are two orientations.

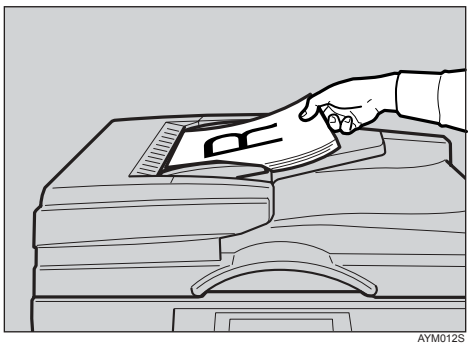
❖ **When placing the originals so that the top edges touch the back of the ARDF**



AYM011S

❖ **When placing the top edges of the originals first**

When using the machine as a network TWAIN scanner, this orientation is the standard setting for the TWAIN driver. This orientation is suitable for most originals.



AYM012S

3 Select the original orientation according to the orientation of the placed originals.

Reference

For information about placing originals in the ARDF, see Copy Reference.

p.49 “Specifying original orientation and setting originals”

Scanning Originals

This section explains how to scan originals using the TWAIN scanner function. This procedure explains scanning originals using Imaging under Windows 2000.

1. **On the [Start] menu, point to [Program], point to [Product Name], and then click [Setting].**

 The TWAIN Driver dialog box appears.

2. **Select the connection method.**

 If you are using Network TWAIN, click **[Discover]**. The IP address appears in the **[Select Scanner]**.

 If you are using USB TWAIN, click the **[USB]** check box.

3. **Click [OK].**

4. **On the [Start] menu, point to [Program], point to [Accessories], and then click [Imaging].**

5. **Click [Select Device...] on the [File] menu.**

 If the scanner is already selected, no scanner settings are necessary. Proceed to step 7.

6. **Select the name of the machine you want to use in the list, and then click [OK].**

7. **Place the original in the scanner.**

8. **Click [Acquire Image...] on the [File] menu.**

 The Initial Settings window appears.

9. **Click [Preview] or [Scan] to preview or scan the image.**

 Click **[Scan]** to return to Imaging.

10. **Save the scan file in Imaging.**

11. **On the [File] menu, click [Save as...].**

12. **Enter the file name, select the folder in which you want to save the file, and then click [Save].**

 For details about the scanning function, click **[Help]** in the Initial Settings dialog box.

Relationship between Resolution and File Size

Resolution and scan area are inversely related. The higher the resolution is set, the smaller the area that can be scanned. Similarly, the larger the scan area, the lower the resolution that can be set.

The relationship between scanning resolution and file size is shown below. If the file size is too large, the message "Exceeded max.data capacity. Check the scanning resolution." appears on the machine's control panel, and you must specify the scan size and resolution again.

Note

❒ Maximum image size is limited according to the level of compression.

When Using as a TWAIN Scanner

All combinations up to 297 × 432 mm/11.7 × 17.1 inches (A3, 11 × 17 inches) and 600 dpi are possible.

Reference

To specify the scanning area or resolution when using the machine as a network TWAIN scanner, see TWAIN driver Help.

Specifications

Printer

This section details the machine's electrical and hardware specifications, including information about its options.

Component	Specifications
Resolution	600 dpi
Printing speed	25 ppm (A4 ▯, 8 1/2" × 11" ▯ plain paper)
Interface	USB 2.0 interface Ethernet interface (100BASE-TX/10BASE-T)
Network protocol	TCP/IP IPP
Printer language	Host-Based Printing
Memory	64 MB
Operating systems supported by this machine	Windows 98 / Me Windows 2000 Windows XP Windows XP x64 Windows Server 2003
Required network cable	100BASE-TX/10BASE-T shielded twisted-pair (STP, Category/Type5) cable.

Scanner

Scan method	Flatbed scanning
Scan speed *1	Approx. 25 pages/minute [Scan size: A4 ▯, Colors/Gradations:Binary, Resolution: 200dpi, Select device data compression (Binary/Halftone): Data compression (MMR), Document feeder: ARDF, ITU-T No.1 Chart]
Image sensor type	CCD Image Sensor
Scan types	Sheet, book
Interface	USB interface, Ethernet interface (10BASE-T or 100BASE-TX)
Maximum scan size	297 × 432 mm/11.7 × 17.1 inches (A3, 11 × 17 inches)
Scan sizes that can be detected automatically	• Exposure glass A3▭, B4▭, A4 ▯ ▭, B5 ▯, 8" × 13"▭ • ADF A3▭, B4▭, A4 ▯ ▭, B5 ▯ ▭, A5 ▯ ▭, $8\frac{1}{2}$" × 13"▭
Resolution	600 dpi
Variable range of scan resolution	Setting range: 100 dpi - 600 dpi
Operating systems supported by this machine	Windows 98 / Me Windows 2000 Windows XP Windows XP x64 Windows Server 2003

*1 Scanning speeds vary according to machine operating conditions, computer (specification, network traffic, and software, etc.), and original types.

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In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

| means POWER ON.

○ means POWER OFF.

⏻ means STAND BY.

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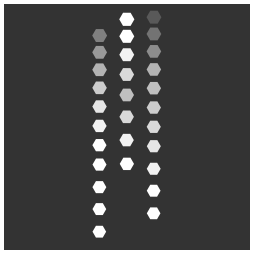
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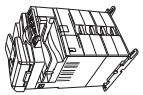
The proper names of the Windows operating systems are as follows:

- The product names of Windows® 98 are as follows:
 Microsoft® Windows® 98
 Microsoft® Windows® 98 Second Edition
- The product name of Windows® Me is Microsoft® Windows® Millennium Edition (Windows Me)
- The product names of Windows® 2000 are as follows:
 Microsoft® Windows® 2000 Advanced Server
 Microsoft® Windows® 2000 Server
 Microsoft® Windows® 2000 Professional
- The product names of Windows® XP are as follows:
 Microsoft® Windows® XP Professional
 Microsoft® Windows® XP Home Edition
 Microsoft® Windows® XP Professional x64 Edition
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